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AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799

JOB ANNOUNCEMENT

Job Title: Engineering II	Posting Date: February 2, 2022	Serial No. 041-22
Department/Division: Public Works	Closing Date: February 15, 2021	Announcement No. 017-22
Type of Position: Permanent Appointment	Posting Type: Employment Opportunity/ Open to the Public	Pay Grade and Salary Range: GS 15/ \$21,715- \$62,275. p.a.

General Description: The primary objective of the position is to perform professional engineering work on a variety of civil highways projects; to coordinate, supervise and perform engineering work of moderate complexity re: the planning, design, inspection and administration of construction and maintenance and operation of the existing government assets; to ensure engineering compliance with local and or federal regulations, standards and ordinances

Key Duties and Responsibilities:

- Provide technical engineering expertise and project management skills in the planning, design, administration and construction of Civil Highway Projects
- Conduct field visits, prepare property descriptions, review land surveys and coordinate right of way and archaeological clearance
- Conduct preliminary design studies to assess the economic viability of different construction options
- Design and prepare engineering plans, specifications and cost estimates for specific environmental and sanitary public works projects
- Prepare construction drawings, standards and technical specifications; prepare bidding documents where required
- Review construction designs and constructions schedules
- Check for adequacy of design, hydraulics, grading, cost estimates, soils reports, and other factor where required
- Regularly inspect the status of construction projects, assist in setting grades, alignments and make necessary constructions changes where required
- Manage construction projects and or designs project team and assure project compliance and delivery
- Perform computer analysis of engineering problems
- Meet with all parties concerned to facilitate the resolution of problems, conflicts and issues relating to engineering projects

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Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799
Ph: (684) 633-4485 | Email: hr@americansamoa.gov | Fax: (684) 633-1139
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- Prepare, review and update construction schedule where required
- Inspect as-built construction drawings and make sure all construction activities are accurately documented and entered into GIS/AutoCad records
- Check, verify and endorse progress payment to contractors/consultants
- Where the requirements of the project dictate, assign, review and evaluate the work of support engineers/ technicians and support staff involved in: surveying, GIS, planning, estimating and inspections
- Coordinate the integration of assigned projects and activities with other departments, government agencies, federal agencies and regional institutions
- Receive, review and prepare correspondence to contractors, consultants, agencies, developers, property owners and other DPW divisions/ department etc where required
- Review, approve and coordinate project work request to assure their timely completion and adherence to plans, specifications, regulatory codes and ordinance
- Enforce project compliance to all utility agencies (ASPA & ASTCA), ASG and Federal standards, regulations and policies
- Act as an engineering resource for day-to-day DPW operations
- Review, evaluate and recommend engineering work, products, plans, designs, methods and procedures
- Maintain, improve and update plans, drawings, specifications, manuals and engineering standards
- Collect and analyze performance data and reports
- Develop and formulate standard operating procedures
- Perform economic, technical and environmental analysis where directed
- Conduct engineering research and remain abreast of new technology and developments in the operation, maintenance and management of water/wastewater systems
- Provide information to the public including community awareness presentation on civil highways proposed projects; attend meetings and conferences; make presentations to management, the board and legislative bodies where required

Knowledge, Skills and Ability:

- Knowledge gained through practical experience in civil engineering; of principles, practices and methods of civil engineering as applied to the planning, design, administration and construction of civil highway projects
- Knowledge of design principles, strength of materials, stress analysis and principles of mechanical, electrical, structural engineering and surveying as they apply to the design of civil structures; of building codes, ordinances, laws, regulations and standards related to design and construction of transportation infrastructures of Civil Highway and or Civil Works for Department of Public Works
- Skills in managing the development of projects
- Ability to perform civil engineering studies, analyses and design; to develop plans and program responsive to current mandates and needs and to manage a wide variety of projects simultaneously; to learn, retain and apply various laws and regulatory codes relevant to assigned area of responsibility; to plan, assign and manage priorities
- Ability to identify problem areas and develop alternative solutions and recommendations; to ensure adherence to engineering specifications on a wide variety of improvement and construction projects; to express technical information to non-engineering, construction and maintenance personnel
- Well organized with the ability to manage multiple demands; can deliver results on time and within budget
- Skills in verbal and written communication
- Ability to develop and maintain cooperative working relationships with others; to coordinate public works activities with other DPW divisions/departments and outside agencies
- Skills in accounting and budget control

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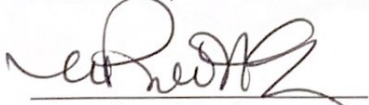
- Experience in identifying financial and operational targets to ensure civil highway project are viable, cost effective and efficient
- Prepare and implement Federal Highway Administration and Local funded program
- Prepare an annual operating budget for future civil highway projects
- Monitor actual to budgeted costs of the project and report on variance
- Check, verify and approve payment of invoices/vouchers etc
- Managing People- The position exercises supervision over lower-level engineering and technical support staff
- Establish work priorities and allocates these based on individual skills and abilities
- Implement and monitor safe working practices ensuring compliance at all times with all health and safety regulations. Investigate and report all accidents
- Supervise the performance of project team members through the provision of regular and constructive feedback
- Ensure project team members are productive in their assigned duties by monitoring individual workloads and reallocating duties where necessary
- Assist with complex problems/ situations and provide technical expertise where required
- Maintain a high level of morale and instill a positive team attitude
- Recommend personnel actions involving the hire, promotion, transfer or discipline or project team member
- In relation to designated projects monitor daily attendance, timesheets and only authorize the working of overtime when absolutely necessary
- Support training initiatives towards the certification/ qualification of staff in their respective fields
- Identifying individual training and development needs and where possible implement/ administer on-the-job training initiatives aimed at skills transfer and/or the enhancement of job knowledge
- Assist in conducting performance evaluations
- Plan and devise methods of enhancing the performances of personnel and equipment in relation to the goals and objectives of the department/company
- Instill and promote a service work ethic amongst all team members
- Prepare project report(s) and/or special reports as required
- Review and evaluate consolidated engineering reports from consultants

Academic and Experience Requirements:

- Applicant must have Master degree in related field from an accredited college plus 4 years of work-related experience plus 2 years or supervisory capacity
- Years of progressively responsible working experience may be substituted for portion of the academic requirement if not met.
- Salary will commensurate with degree and experience

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, or please contact the Recruitment unit at 633-4485/633-4000.

Fa'afetai tele,



Lynn Pulou- Alaimalo
Director, Department of Human Resources

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